



U.S. Department of the Treasury

Alcohol and Tobacco Tax and Trade Bureau (TTB)

DEPARTMENT OF THE TREASURY
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU (TTB)
1310 G Street N.W.
Washington, D.C. 20220

COLAs Online Version 3.0 Public COLA Registry Manual

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FOR OFFICIAL USE ONLY

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Revision History

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1.0	3/3/06	David Van Camp	Reformatted to TTB standards, split original QRG into Public Cola Registry and Internal/External user Versions
1.1	4/28/06	Joseph Dress	Updates with new screenshots and associated steps. Glossary updates.
1.2	6/28/06	Joseph Dress	Updates with new screenshots based upon IV&V/UAT.

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1 INTRODUCTION

This Public COLA Registry (PCR) Manual provides information on how to operate the Public Certificate of Label Approval (COLA) Registry for public users. The Public COLA Registry will enable a user to view Approved, Expired, Surrendered and Revoked COLAs. This document is written on behalf of the Advertising, Labeling and Formulation Division (ALFD), Office of the Chief Information Officer (OCIO), Alcohol and Tobacco Tax and Trade Bureau (TTB).

1.1 PURPOSE

The purpose of the PCR Manual is to provide a brief understanding of how to operate and navigate through the Public COLA Registry.

The Public COLA Registry is used by Industry Members (IM), Industry Representatives and the general public to view information on Approved, Expired, Surrendered and Revoked COLAs, as required by law. The public module of the COLAs Online System requires no username and password and contains, as required by the Freedom of Information Act (FOIA), details of only Approved, Expired, Surrendered or Revoked COLAs for viewing by the general public, as well as a printable version of the COLA if available. The Public COLA Registry contains only Approved, Expired, Surrendered and Revoked COLAs.

This document discusses who should use this manual and reviews the menu options, screens available and step-by-step procedures for the system interfaces.


1.2 WHO SHOULD USE THIS MANUAL?


This manual is intended to provide information on how to use the system for the public users of the Public COLA Registry.

1.3 CONVENTIONS USED IN THIS MANUAL

This manual uses conventional standards as described in the table below. Please refer to these conventions to help you identify important information contained in this manual.

Table 1-1: Manual Conventions

Convention	Description
Bold	Grey Bold text indicates a button
Note:	Indicates a note or message to the user
1. Numbered List	Numbered lists provide step-by-step procedures for performing an action.
• Bulleted List	Bulleted lists provide information, not procedural steps.
Hyperlink	Hyperlink indicates a link to a specific web page
	Question Mark – Field-level help

Convention	Description
 Menu option link	Indicates the name of a menu option
Page link	Indicates a link to a specific page

1.4 HOW THIS MANUAL IS ORGANIZED

This online help system includes the following sections:

- **Section 1 Introduction:** provides information on the document.
- **Section 2 Public COLA Registry:** describes the menu options, screens and steps on how to operate the Public COLA Registry.
- **Section 3 Glossary:** Definition of Terms: describes the terms used in this manual.

The Public COLA Registry is discussed in the logical flow of the system. Refer to the Table of Contents for questions on specific areas.

1.5 PROJECT REFERENCES

The following documents were referenced in the production of the PCR:

1.5.1 Government Documents

- Alcohol and Tobacco Tax and Trade Bureau (TTB) Systems Development Life Cycle Handbook, dated June 9, 2005.
- Alcohol and Tobacco Tax and Trade Bureau (TTB) COLAs Online Version 3.0 Internal Design Document, dated January 5, 2006.
- Electronic COLA Filing System (COLAs Online) Maintenance Manual, dated April 17, 2003 (Final), Revised April 2004.
- Electronic COLA Filing System (COLAs Online) User Manual-ALFD Online Interface, dated January 2004 (Final), Revised June 2004.
- Alcohol and Tobacco Tax and Trade Bureau (TTB) Regulatory Major Application Systems Security Plan, dated May 2, 2005.
- Alcohol and Tobacco Tax and Trade Bureau (TTB) Regulatory Major Application Systems Contingency Plan, dated May 2, 2005.
- Alcohol and Tobacco Tax and Trade Bureau (TTB) Regulatory Major Application Systems Risk Assessment, dated May 2, 2005.

1.5.2 Non-Government Documents

Non-government documents were not referenced in the production of the PCR.

2 PUBLIC COLA REGISTRY

The Public COLA Registry is available to public users providing them with limited access to search for and view Approved, Expired, Surrendered and Revoked Certificates of Label Approval. The Public COLA Registry allows members of the general public the following capabilities:

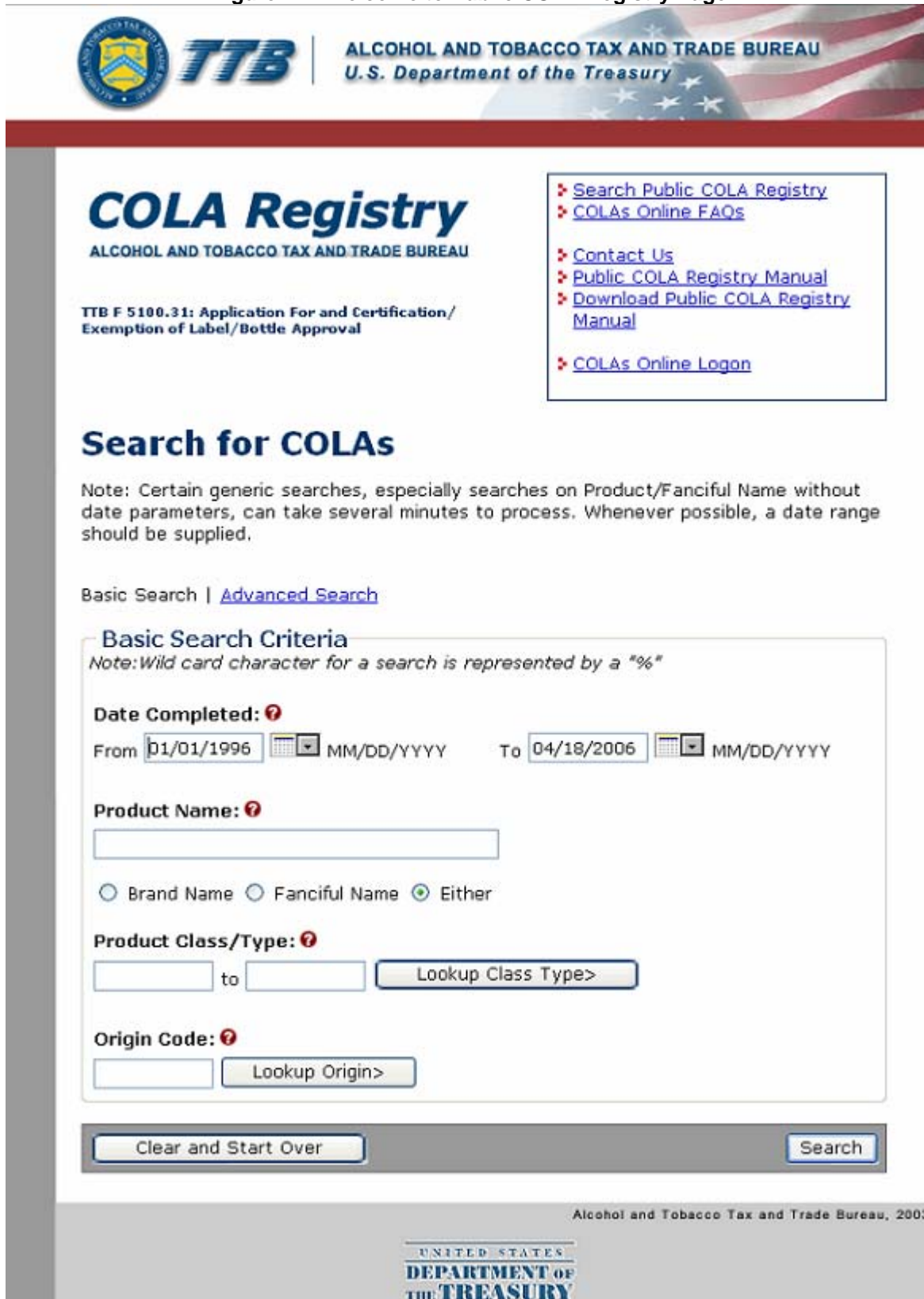
- Search for COLAs.
- View COLA Details (only limited data fields available as public information via the Freedom of Information Act (FOIA)).
- Display and Print completed COLA forms (approved, expired, revoked or surrendered).
- View COLAs Online Frequently Asked Questions.
- Report problems and contact ALFD.

2.1 GETTING STARTED

To access the Public COLA Registry, from your web browser enter:

<https://www.ttbonline.gov/colasonline/publicSearchColasBasic.do>.

Figure 2-1: Welcome to Public COLA Registry Page



The screenshot shows the Public COLA Registry page. At the top, there is a header with the TTB logo and the text "ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury". Below this, the main heading is "COLA Registry" with the subtitle "ALCOHOL AND TOBACCO TAX AND TRADE BUREAU". To the right of the heading, there is a box containing several links: "Search Public COLA Registry", "COLAs Online FAQs", "Contact Us", "Public COLA Registry Manual", "Download Public COLA Registry Manual", and "COLAs Online Logon". Below the heading, there is a note: "TTB F 5100.31: Application For and Certification/Exemption of Label/Bottle Approval". The main section is titled "Search for COLAs" and includes a note: "Note: Certain generic searches, especially searches on Product/Fanciful Name without date parameters, can take several minutes to process. Whenever possible, a date range should be supplied." Below this, there are links for "Basic Search" and "Advanced Search". The "Basic Search Criteria" section includes a note: "Note: Wild card character for a search is represented by a \"%\"". It contains several input fields: "Date Completed:" with a red question mark icon, "From" and "To" date pickers (both showing MM/DD/YYYY), "Product Name:" with a red question mark icon and a text input field, "Product Class/Type:" with a red question mark icon, and "Origin Code:" with a red question mark icon. There are also radio buttons for "Brand Name", "Fanciful Name", and "Either". At the bottom of the search criteria section, there are buttons for "Clear and Start Over" and "Search". The footer of the page includes the text "Alcohol and Tobacco Tax and Trade Bureau, 2003" and the "UNITED STATES DEPARTMENT OF THE TREASURY" logo.

COLA Registry
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

TTB F 5100.31: Application For and Certification/
Exemption of Label/Bottle Approval

[Search Public COLA Registry](#)
[COLAs Online FAQs](#)
[Contact Us](#)
[Public COLA Registry Manual](#)
[Download Public COLA Registry Manual](#)
[COLAs Online Logon](#)




Search for COLAs


Note: Certain generic searches, especially searches on Product/Fanciful Name without date parameters, can take several minutes to process. Whenever possible, a date range should be supplied.

Basic Search | [Advanced Search](#)


Basic Search Criteria


Note: Wild card character for a search is represented by a "%"

Date Completed: 
From  MM/DD/YYYY To  MM/DD/YYYY

Product Name: 

☐ Brand Name ☐ Fanciful Name ☒ Either

Product Class/Type: 
 to

Origin Code: 

Alcohol and Tobacco Tax and Trade Bureau, 2003

UNITED STATES
DEPARTMENT OF
THE TREASURY

2.1.1 Public COLA Registry Menu Options

The following menu options are available in the Public COLA Registry. Menu items are listed in the menu box in the upper right of every page.

- ❖ [Search Public COLA Registry](#) - Allow the users to search for approved, expired, revoked and surrendered COLAs.
- ❖ [COLAs Online FAQs](#) - Displays the COLA Online Frequently Asked Questions.
- ❖ [Contact Us](#) - Displays the Contact Us/Problem Report page
- ❖ [Public COLA Registry Manual](#) – Displays a new window with online help.
- ❖ [Download Public COLA Registry Manual](#) - Opens a PDF file copy of the Public COLA Registry Manual.
- ❖ [COLAs Online Log On](#) - Displays the COLAs Online Log On page (for registered users only).

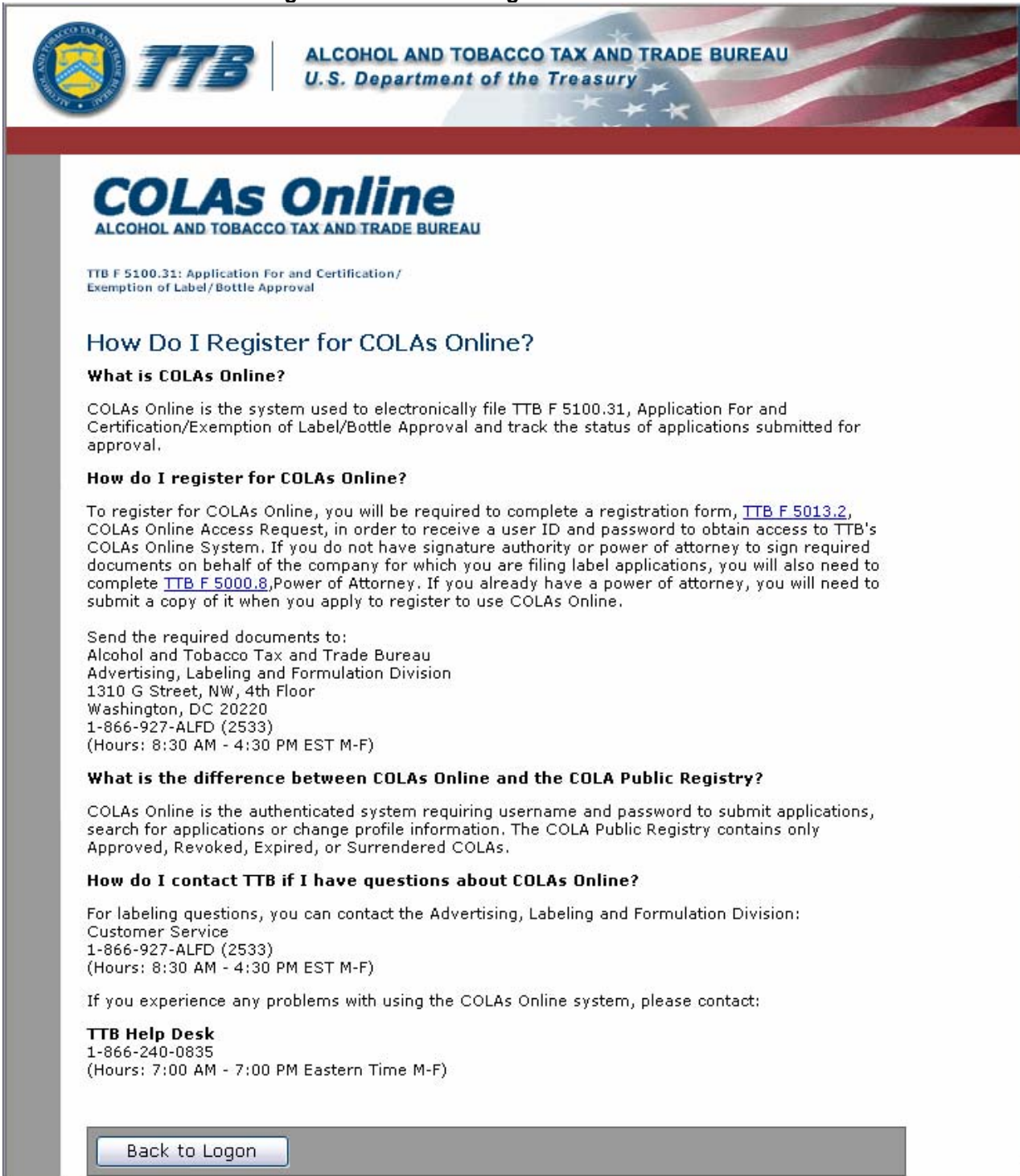
2.1.2 How Do I Register for COLAs Online?

To register for COLAs Online, follow the steps below:

1. From the COLAs Online Log On page, click the link: [How Do I Register for COLAs Online?](#)
2. The How Do I Register for COLAs Online? page is displayed as shown in Figure 2-2.
3. Click the [TTB F 5013.2](#) link to view the access form.
4. Fill out the TTB F 5013.2 COLAs Online Access Request with the appropriate information and mail the completed form to the address provided. You should receive your username in the mail within two weeks. Someone will contact you to provide your COLAs Online password.

Note: If you do not have signature authority, click on the [TTB F 5000.8](#) link to display the power of attorney form.

Figure 2-2: How Do I Register for COLAs Online?



The screenshot shows the 'COLAs Online' page header with the TTB logo and the text 'ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury'. Below the header, the page title 'COLAs Online' is displayed in large blue letters, followed by the subtitle 'ALCOHOL AND TOBACCO TAX AND TRADE BUREAU'. A link to 'TTB F 5100.31: Application For and Certification/Exemption of Label/Bottle Approval' is provided. The main heading 'How Do I Register for COLAs Online?' is followed by a section 'What is COLAs Online?' which explains the system's purpose. Another section 'How do I register for COLAs Online?' details the registration process, including the need for a registration form, user ID, password, and signature authority. It also provides contact information for the Advertising, Labeling and Formulation Division. A section 'What is the difference between COLAs Online and the COLA Public Registry?' explains the authenticated nature of the system. A section 'How do I contact TTB if I have questions about COLAs Online?' provides contact information for the Customer Service. A 'TTB Help Desk' section provides contact information for technical support. At the bottom, there is a 'Back to Logon' button.

COLAs Online
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

[TTB F 5100.31: Application For and Certification/Exemption of Label/Bottle Approval](#)

How Do I Register for COLAs Online?

What is COLAs Online?

COLAs Online is the system used to electronically file TTB F 5100.31, Application For and Certification/Exemption of Label/Bottle Approval and track the status of applications submitted for approval.

How do I register for COLAs Online?

To register for COLAs Online, you will be required to complete a registration form, [TTB F 5013.2](#), COLAs Online Access Request, in order to receive a user ID and password to obtain access to TTB's COLAs Online System. If you do not have signature authority or power of attorney to sign required documents on behalf of the company for which you are filing label applications, you will also need to complete [TTB F 5000.8](#), Power of Attorney. If you already have a power of attorney, you will need to submit a copy of it when you apply to register to use COLAs Online.

Send the required documents to:
Alcohol and Tobacco Tax and Trade Bureau
Advertising, Labeling and Formulation Division
1310 G Street, NW, 4th Floor
Washington, DC 20220
1-866-927-ALFD (2533)
(Hours: 8:30 AM - 4:30 PM EST M-F)

What is the difference between COLAs Online and the COLA Public Registry?

COLAs Online is the authenticated system requiring username and password to submit applications, search for applications or change profile information. The COLA Public Registry contains only Approved, Revoked, Expired, or Surrendered COLAs.

How do I contact TTB if I have questions about COLAs Online?

For labeling questions, you can contact the Advertising, Labeling and Formulation Division:
Customer Service
1-866-927-ALFD (2533)
(Hours: 8:30 AM - 4:30 PM EST M-F)

If you experience any problems with using the COLAs Online system, please contact:

TTB Help Desk
1-866-240-0835
(Hours: 7:00 AM - 7:00 PM Eastern Time M-F)

[Back to Logon](#)

2.1.3 Contact Us

This page provides information for authenticated and public registry users to contact TTB via ALFD mailing address, Phone Number, Fax Number, ALFD email address as well as submit a problem report.

To report a problem with Public COLA Registry, follow the steps below:



1. From the Public COLA Registry, click the  [Contact Us](#) menu option.
2. The Contact Us page will appear as shown in Figure 2-3.
3. Select one or more subject areas.
Note: If your problem is not listed, enter the problem in the Other field.
4. Enter Comments (if any).
5. Enter the Name.
6. Enter the Email Address.
7. Enter the Phone Number.
8. Enter the Fax Number.
9. Enter the TTB ID Number (if any).
10. Click the **Submit** button to submit your email problem report to ALFD.
11. Click the **Close** button to close the Contact Us page.
12. Click the **Clear and Start Over** button to reset all data fields.

Figure 2-3: Contact Us



ALCOHOL AND TOBACCO TAX AND TRADE BUREAU
U.S. Department of the Treasury

Contact Us

To report problems or issues with COLAs Online / Public COLA Registry, you may send us an email by filling out the information below. Additional contact information is provided at the bottom of the page.

Select a Subject

- ☐ I have a user ID and password but I am unable to log on
- ☐ I have lost or forgotten my User ID and/or password
- ☐ I filed an e-application and it's no longer in my in-box
- ☐ I'm having trouble uploading label images and/or attachments
- ☐ How do I add/modify/delete my user and/or company information?
- ☐ I'm experiencing problems searching the Public COLA Registry
- ☐ I have a question regarding my label application

Other:

Comments

Your Contact Information

Name:

E-mail Address:

Phone Number:

Fax Number:

TTB ID Number:
(if any)

If you need assistance, please contact:

Alcohol and Tobacco Tax and Trade Bureau
Advertising, Labeling and Formulation Division
1310 G Street, NW. 4th Floor

2.2 SEARCHING THE REGISTRY

2.2.1 Public COLA Registry Basic Search

This page (shown in Figure 2-4) allows public users the ability to search for approved, expired, revoked, and surrendered COLAs. Enter one or more fields of search criteria. Public searches process a great deal of data; therefore entering more search criteria will produce faster results.

To begin searching, follow the steps below:

1. Enter Date Completed time frame (From Date and To Date).

Note: Format MM/DD/YYYY-Use the Calendar button  to find the correct date.

Note: The Date Completed range is defaulted to 01/01/1996 to the current date (i.e. today). These values can be modified before submitting the search.

Note: Entering only the 'From' date will perform a search for that day only.

Note: Because of changes made to the COLA database in 1996, searches for data prior to 1996 may not produce a complete result set.

2. Enter the Product Name if applicable.
3. Choose the Brand Name, Fanciful Name or Either radio option to search.

Note: Certain generic searches, especially searches on Product Name/Fanciful Name without date parameters, can take several minutes to process. Whenever possible, a date range should be supplied.

4. Click the **Lookup Class Type>** button to search for Product/Class Type (See Product/Class Type Lookup, Section 2.2.2).
5. Enter the Product Class Type range in the fields provided if applicable.
6. Click the **Lookup Origin>** button to search for an Origin Code (See Origin Code Lookup, Section 2.2.3).
7. Enter the Origin Code value in the field provided if applicable.
8. Click the **Search** button to view your search results (See Search Results COLAs, section 2.2.7).

Note: Searches are limited to a maximum of 500 result rows.

9. Click the **Clear and Start Over** button to reset all data fields to perform a new search.

Note: To perform a wildcard search, enter a "%" after entering the search criteria value.

Figure 2-4: Search for COLAs

The screenshot shows the "COLA Registry" page for the Alcohol and Tobacco Tax and Trade Bureau (TTB), U.S. Department of the Treasury. The page features a header with the TTB logo and an American flag background. Below the header, there is a navigation box with links: "Search Public COLA Registry", "COLAs Online FAQs", "Contact Us", "Public COLA Registry Manual", "Download Public COLA Registry Manual", and "COLAs Online Logon". The main section is titled "Search for COLAs" and includes a note about generic searches. Below this, there are links for "Basic Search" and "Advanced Search". The "Basic Search Criteria" section contains fields for "Date Completed" (From: 01/01/1996, To: 04/18/2006), "Product Name" (with radio buttons for Brand Name, Fanciful Name, and Either), "Product Class/Type" (with a "Lookup Class Type" button), and "Origin Code" (with a "Lookup Origin" button). At the bottom of the search section are "Clear and Start Over" and "Search" buttons. The footer includes the text "Alcohol and Tobacco Tax and Trade Bureau, 2003" and the U.S. Department of the Treasury logo.

COLA Registry
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

TTB F 5100.31: Application For and Certification/
Exemption of Label/Bottle Approval

- ❖ [Search Public COLA Registry](#)
- ❖ [COLAs Online FAQs](#)
- ❖ [Contact Us](#)
- ❖ [Public COLA Registry Manual](#)
- ❖ [Download Public COLA Registry Manual](#)
- ❖ [COLAs Online Logon](#)

Search for COLAs

Note: Certain generic searches, especially searches on Product/Fanciful Name without date parameters, can take several minutes to process. Whenever possible, a date range should be supplied.

Basic Search | [Advanced Search](#)

Basic Search Criteria

Note: Wild card character for a search is represented by a "%"

Date Completed: ⓘ
From: To:

Product Name: ⓘ

☐ Brand Name ☐ Fanciful Name ☒ Either

Product Class/Type: ⓘ
 to

Origin Code: ⓘ

Alcohol and Tobacco Tax and Trade Bureau, 2003

UNITED STATES
DEPARTMENT OF
THE TREASURY

2.2.2 Product/Class Type Lookup

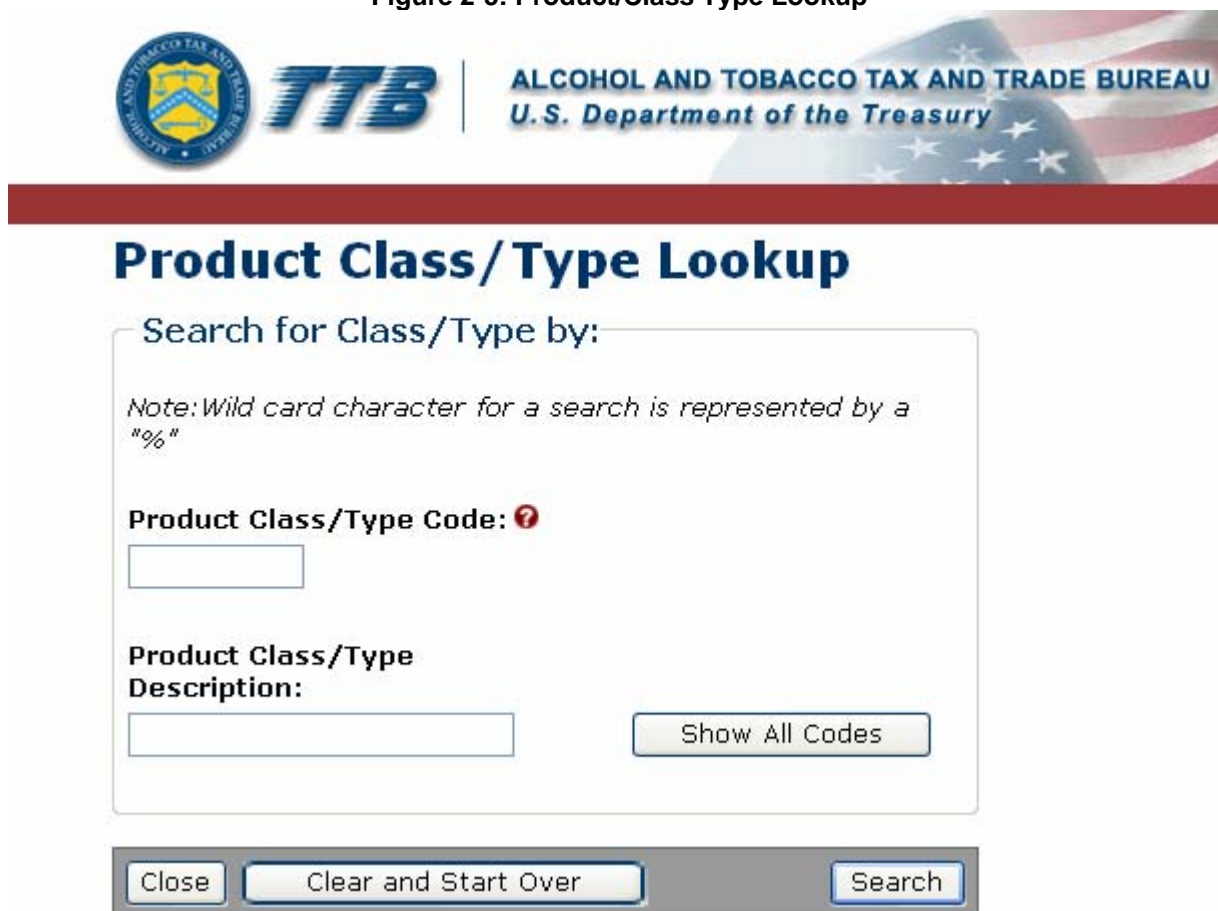
This page (shown in Figure 2-5) allows public users the ability to search for product/class type codes and descriptions to be used to search for COLAs.

To begin searching, follow the steps below:

1. Enter a value in the Product Class/Type Code **or** Description field.
2. Click the **Search** button.
3. The search results based on the value entered will appear at the bottom of the page.
4. Click the **Clear and Start Over** button to clear the fields on the page.
5. To view all product class/type codes, click the **Show All Codes** button.
6. Click the **Close** button to return to the Search page.

Note: To perform a wildcard search, enter a "%" after entering search criteria value.

Figure 2-5: Product/Class Type Lookup



Product Class/Type Lookup

Search for Class/Type by:

Note: Wild card character for a search is represented by a "%"

Product Class/Type Code: ?

Product Class/Type Description:

Show All Codes

Close Clear and Start Over Search

2.2.3 Origin Code Lookup

This page (shown in Figure 2-6) allows public users the ability to search origin codes and descriptions to be used to search for COLAs.

To begin searching, follow the steps below:

1. Enter a value in the Origin Code **or** Origin Description field.
2. Click the **Search** button.
3. The search results based on the value entered will appear at the bottom of the page.
4. Click the **Clear and Start Over** button to clear the fields on the page.
5. To view all origin codes, click the **Show All Codes** button.
6. Click the **Close** button to return to the Search page.

Note: To perform a wildcard search, enter a "%" after entering search criteria value.

Figure 2-6: Origin Code Lookup


The screenshot shows the 'Origin Lookup' page. At the top is a header with the TTB logo and the text 'ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury'. Below the header is a red horizontal bar. The main heading is 'Origin Lookup'. Underneath is a section titled 'Search for Origin by:' which includes a note: 'Note: Wild card character for a search is represented by a "%"'. There are two input fields: 'Origin Code:' with a red question mark icon and a text box, and 'Origin Description:' with a text box. To the right of the 'Origin Description' field is a button labeled 'Show All Codes'. At the bottom of the page are three buttons: 'Close', 'Clear and Start Over', and 'Search'.

2.2.4 Public COLA Advanced Registry Search

This page allows public users the ability to search for Approved, Revoked, Expired and Surrendered COLAs with advanced search criteria values compared to the basic search. Enter one or more fields of search criteria.

To begin searching, follow the steps below:

1. Click the [Advanced Search](#) link on the COLA Registry Basic Search page.
2. The Search for COLAs Advanced page appears as shown in Figure 2-7.
3. Enter Date Completed time frame (From Date and To Date).

Note: The format is MM/DD/YYYY. Use the Calendar button  to find the correct date.

Note: The Date Completed range is defaulted to 01/01/1996 to the current date. These values can be modified before submitting the search.

Note: Because of changes made to the COLA database in 1996, searches for data prior to 1996 may not produce a complete result set.

4. Enter the Product Name if applicable.
5. Choose the Brand Name, Fanciful Name or Either radio option to search.

Note: Certain generic searches, especially searches on Product Name/Fanciful Name without date parameters, can take several minutes to process. Whenever possible, a date range should be supplied.

6. Select the method to choose Product Class/Types (by code selection, by description selection, or by entering the code manually). Depending on the method selected, choose the Product Class/Type(s) from the choice box or enter the Product Class/Type value(s) in the field provided if applicable. If necessary, click the **Lookup Class Type>** button to search for product/class types (See Product/Class Type Lookup, Section 2.2.2).
7. Select the Origin Code(s) from the choice box if applicable. Click the **Lookup Origin>** button to search for an origin code (See Origin Code Lookup, Section 2.2.3).
8. Select the Received Code(s) if applicable.
9. Enter the TTB ID value(s) if applicable.
10. Enter the Serial # value(s) if applicable.
11. Click the **Lookup Permits>** button to search for a Plant Registry/Basic Permit/Brewer's No. (See Plant Registry/Basic Permit/Brewer's No. Lookup, Section 2.2.5).

12. Enter the Plant Registry/Basic Permit/Brewer's No. value in the field provided if applicable.
13. Click the **Lookup Vendor Code>** button to search for a Vendor Code (See Vendor Code Lookup, Section 2.2.6).

Note: Searches by Vendor Code will only return results for records filed before April 2003.

14. Enter the Vendor Code value in the field provided if applicable.
15. Click the **Search** button to view your search results (See Search Results COLAs, Section 2.2.7).

Note: Searches are limited to a maximum of 500 result rows.

16. Click the **Clear and Start Over** button to reset all data fields to perform a new search.

Note: To perform a wildcard search, enter a "%" after entering criteria value.

Figure 2-7: Public COLA Advanced Registry Search

COLA Registry
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

TTB T-1000.1a: Application for and Certification/
Exemption of Label/Off-Label Approval

[Search Public COLA Registry](#)
[COLAs Online FAQs](#)
[Contact Us](#)
[Public COLA Registry Manual](#)
[Download Public COLA Registry Manual](#)
[COLAs Online Login](#)

Search for COLAs

Note: Certain generic searches, especially searches on Product/Fanciful Name without date parameters, can take several minutes to process. Whenever possible, a date range should be supplied.

[Basic Search](#) | [Advanced Search](#)

Basic and Advanced Search Criteria

Note: Wild card character for a search is represented by a "%"

Date Completed:
From: 01/01/1996 MM/DD/YYYY To: 04/29/2006 MM/DD/YYYY

Product Name:

☐ Brand Name ☐ Fanciful Name ☒ Either

Product Class/Type:
☐ Show Codes (with description) ☒ Show Descriptions (with code)
☐ Enter Code Manually

To select multiple values, press and hold the Ctrl key and use the mouse to select the values.
To deselect a value, press and hold the Ctrl key and use the mouse to deselect the value.
To select all the values within a range, select the first value in the range, then press and hold the Ctrl and Shift keys, and select the last value in the range.

ALE - 902
AMARETTO - 616
AMARETTO - 686
ANSETTE OJZO OJEN - 611
ANSETTE OJZO OJEN - 661
APPLE BRANDY (CALVADOS) - 591
APPLE BRANDY - 541
APRICOT FLAVORED BRANDY - 681
ARMAGNAC (BRANDY) PB - 553

Origin Code:
To select multiple values, press and hold the Ctrl key and use the mouse to select the values.
To deselect a value, press and hold the Ctrl key and use the mouse to deselect the value.
To select all the values within a range, select the first value in the range, then press and hold the Ctrl and Shift keys, and select the last value in the range.

ALABAMA - 11
ALASKA - 4E
ALABAMA - 6D
ALGERIA - 51
AMERICAN - 8D
ANGOLA (BNI) - 7D
ARGENTINA - 12
ARIZONA - 11
ARKANSAS - 12

Received Code:
(Check all that apply)
☐ ODS - FRONT DESK (PAPER)
☐ ODI - ELECTRONIC SUBMISSION
☐ ODP - MAIL (PAPER)
☐ OOS - OVERNIGHT (PAPER)

TTB ID: to

Serial #: to

Plant Registry/Basic Permit/Brewer's No.:
Note: Search Results will only include data after 12/18/1996

Vendor Code:
Note: Search Results will only include data prior to 12/18/1996

2.2.5 Plant Registry/Basic Permit/Brewer's No. Lookup

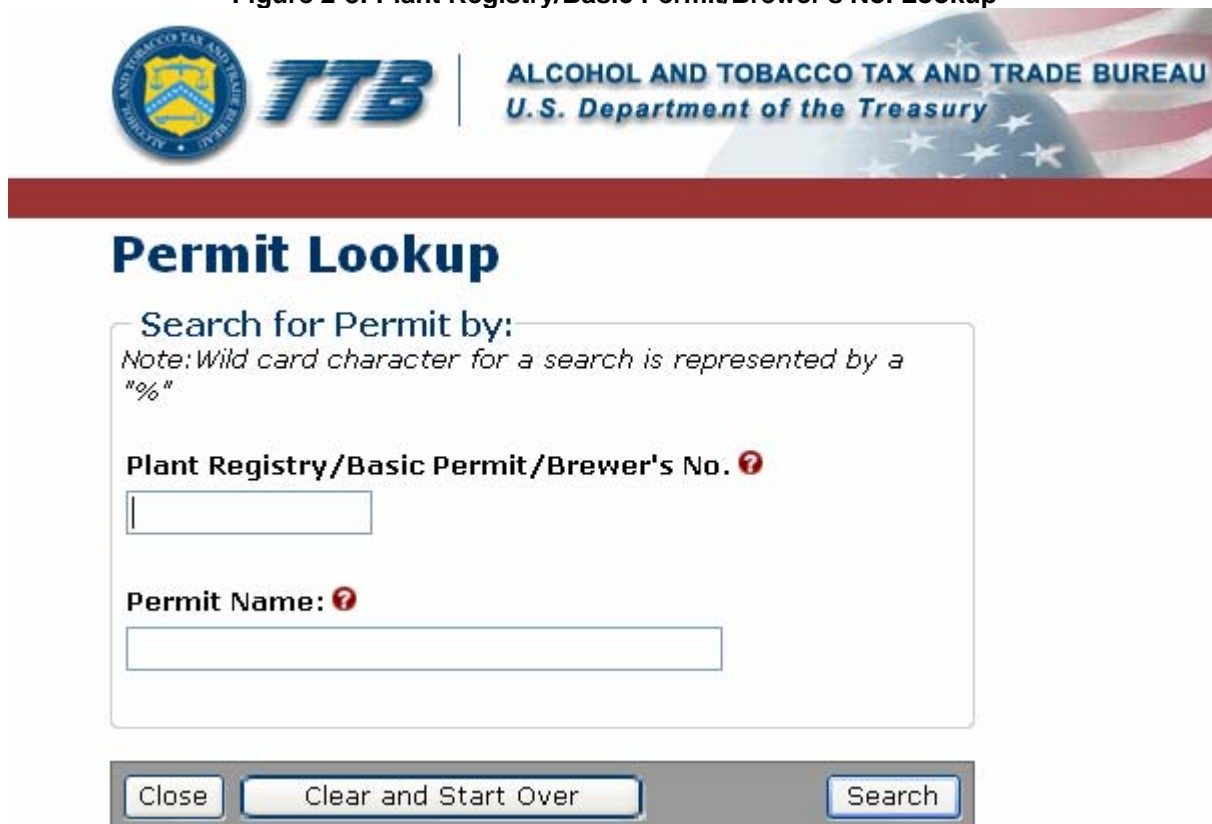
This page (shown in Figure 2-8) allows public users the ability to search for Plant Registry/Basic Permit/Brewer's No.'s and Permit Name to be used in searches for COLAs.

To begin searching, follow the steps below:

1. Enter a value in the Plant Registry/Basic Permit/Brewer's No. or Permit Name field.
 2. Click the **Search** button.
- Note:** Searches are limited to a maximum of 500 result rows.
3. The search results based on the value entered will appear at the bottom of the page.
 4. Click the **Clear and Start Over** button to clear the field on the page.
 5. Click the **Close** button to return to the Search page.

Note: To perform a wildcard search, enter a "%" after entering criteria value.

Figure 2-8: Plant Registry/Basic Permit/Brewer's No. Lookup



ALCOHOL AND TOBACCO TAX AND TRADE BUREAU
U.S. Department of the Treasury

Permit Lookup

Search for Permit by:
Note: Wild card character for a search is represented by a "%"

Plant Registry/Basic Permit/Brewer's No. ?

Permit Name: ?

2.2.6 Vendor Code Lookup

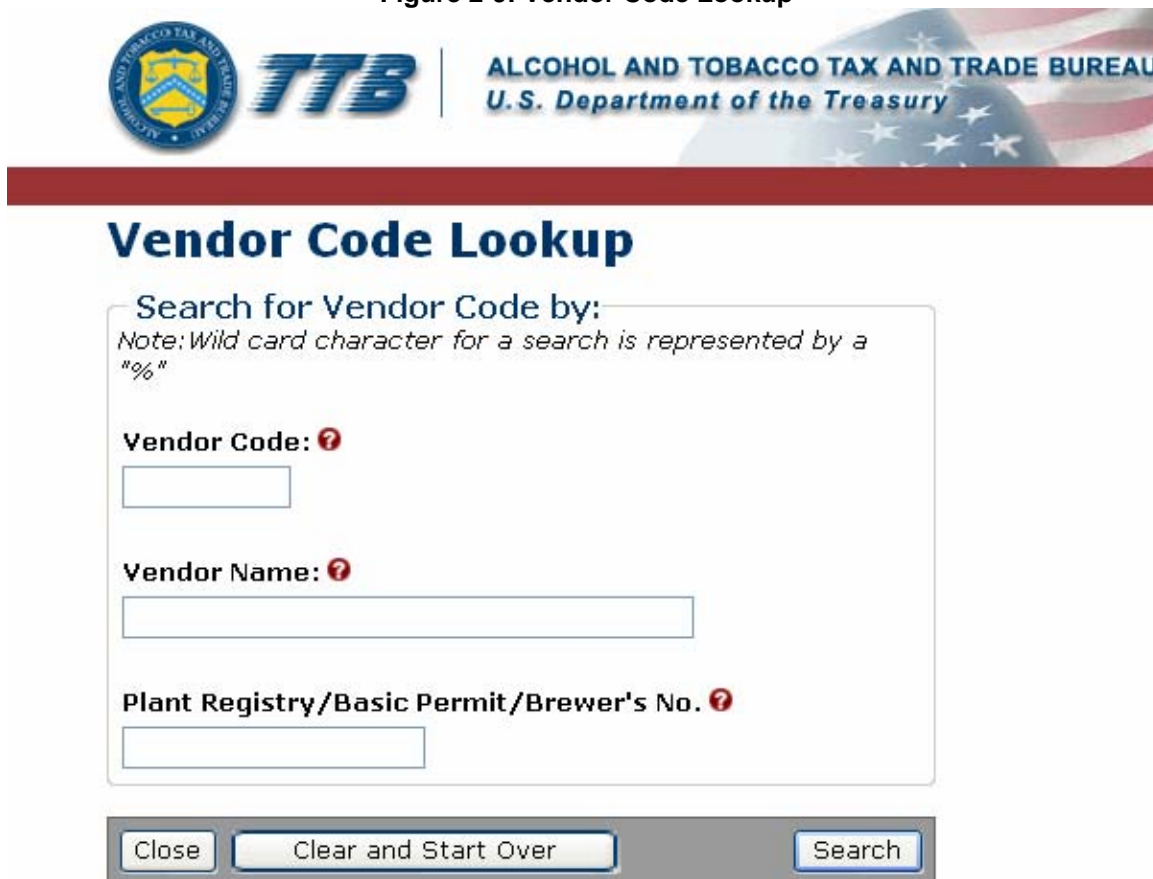
This page (shown in Figure 2-9) allows public users the ability to search for Vendor Codes, Vendor Names and/or for Plant Registry/Basic Permit/Brewer's Nos. to be used in search for COLAs. Vendor Code searches will only return results prior to April 2003.

To begin searching, follow the steps below:

1. Enter a value in the Vendor Code or Vendor Name or Plant Registry/Basic Permit/Brewers No. field.
 2. Click the **Search** button.
- Note:** Searches are limited to a maximum of 500 result rows.
3. The search results based on the value entered will appear at the bottom of the page.
 4. Click the **Clear and Start Over** button to clear the field on the page.
 5. Click the **Close** button to return to the Search page.

Note: To perform a wildcard search, enter a "%" with the criteria value.

Figure 2-9: Vendor Code Lookup



The screenshot shows the "Vendor Code Lookup" page. At the top, there is a header with the TTB logo and the text "ALCOHOL AND TOBACCO TAX AND TRADE BUREAU U.S. Department of the Treasury". Below the header, the page title "Vendor Code Lookup" is displayed in large blue font. The main content area is a search form with the heading "Search for Vendor Code by:". Below this heading, a note states: "Note: Wild card character for a search is represented by a \"%\"". The form contains three input fields, each with a red question mark icon to its left: "Vendor Code:", "Vendor Name:", and "Plant Registry/Basic Permit/Brewer's No.:". At the bottom of the form, there are three buttons: "Close", "Clear and Start Over", and "Search".

2.2.7 Search Results COLAs

This page (shown in Figure 2-10) allows public users the ability to view their search results based on criteria entered.

To view your search results, follow the steps below:

1. Click  [Search Public COLA Registry](#) from the main menu on any page.

2. Enter search criteria.

3. Click the **Search** button.

Note: Searches are limited to a maximum of 500 result rows.

4. The Search Results: COLAs page appears with search results based on the value entered as shown in Figure 2-10.

5. To sort the search results, click on any column heading to sort on that attribute.

6. To view more search results, click the [Next>](#) link.

7. To view the details of a COLA, click the [TTB ID](#) link (See COLA Detail, Section 2.2.8).

8. Click the **New Search** button to return to the Search page.

Figure 2-10: Search Results: COLAs



TTB
 ALCOHOL AND TOBACCO TAX AND TRADE BUREAU
 U.S. Department of the Treasury

COLA Registry

ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

TTB F 5100.31: Application For and Certification/
Exemption of Label/Bottle Approval

[Search Public COLA Registry](#)
[COLAs Online FAQs](#)
[Contact Us](#)
[Public COLA Registry Manual](#)
[Download Public COLA Registry Manual](#)
[COLAs Online Login](#)

Search Results: COLAs

[Printable Version](#)
 1 to 20 of 500 (Total Matching Records: 750) | [Next >](#)

TTB ID	Permit No.	Serial Number	Completed Date	Fanciful Name	Brand Name	Origin Class/Type	
03107000000138	BW-CA-5755	030003	01/06/2006		YORKVILLE CELLARS	01	80
03140002000027	BW-NY-845	030002	01/06/2006	"RESERVE"	RED NEWT CELLARS	02	80
03141001000001	NY-I-1294	031120	02/17/2006	BRAMASOLE	LA BRACCESCA	50	80
03142001000001	BW-CA-4213	030144	02/17/2006		TURNING LEAF	01	80
03142001000002	MN-I-353	030071	02/17/2006	RED WINE	VERSASI	53	80
03142001000003	DSP-MN-22	030070	02/17/2006	AUTHENTIC MARGARITA	TRADER VIC'S	27	704
03143001000001	CA-I-1492	030046	02/17/2006		SEGONZAC	51	80
03143001000004	CA-I-1492	030049	02/17/2006		BARAT	51	80
03143001000005	CA-I-1492	030050	02/17/2006		BARAT	51	81
03143001000006	CA-I-1492	030051	02/17/2006		BARAT	51	81
03143001000007	CA-I-1492	030052	02/17/2006		BARAT	51	81
03143001000008	CA-I-1492	030053	02/17/2006		HEYMANN	53	81
03144001000001	BW-TX-20	030008	02/17/2006		LLANO ESTACADO	44	81
03144001000002	BW-TX-20	030009	02/17/2006		LLANO ESTACADO	44	81
03144001000003	BW-TX-20	030010	02/17/2006		LLANO ESTACADO	44	80
03148001000001	DSP-KY-230	030268	02/17/2006		JIM BEAM BLACK	22	101
03148002000033	IL-I-1121	035001	01/06/2006	LIMONCELLO DI ANGELO		57	651
03149001000001	NY-I-1294	031130	02/17/2006	GRECHETTO	SPORTOLETTI	50	81


[Printable Version](#)
 1 to 20 of 500 (Total Matching Records: 750) | [Next >](#)

[New Search](#)

2.2.8 COLA Detail

This page (shown in Figure 2-11) allows public users to view the details of an Approved, Expired, Surrendered, or Revoked COLA.

To view COLA details, follow the steps below:

1. Use the scroll bar to view all the details of the COLA.
2. For e-filed applications, click the  [Printable Version](#) link to view a printable representation of the COLA (See Printable E-filed COLA, Section 2.3.1).


Note: e-filed COLAs are identified by a '001' in positions 6-8 of the TTB ID.
3. For paper filed applications, click the  [Printable Version](#) link to view a scanned image of the COLA (See Printable Paper Filed COLA, Section 2.3.2).
4. Click the **Back** button to return to the search results page.

Figure 2-11: COLA Detail



ALCOHOL AND TOBACCO TAX AND TRADE BUREAU
U.S. Department of the Treasury

COLA Registry

ALCOHOL AND TOBACCO TAX AND TRADE BUREAU

TTB F 5100.31: Application For and Certification/
Exemption of Label/Bottle Approval

- > [Search Public COLA Registry](#)
- > [COLAs Online FAQs](#)
- > [Contact Us](#)
- > [Public COLA Registry Manual](#)
- > [Download Public COLA Registry Manual](#)
- > [COLAs Online Logon](#)

COLA Detail

TTB ID: 03107000000138 [Printable Version](#)

Status: EXPIRED

Vendor Code: 001960

Serial #: 030003

Class/Type Code: TABLE RED AND ROSE WINE

Origin Code: CALIFORNIA

Brand Name: YORKVILLE CELLARS

Fanciful Name:

Type of Application: LABEL APPROVAL

For Sale In:

Total Bottle Capacity:

Wine Vintage: 2001

Formula/SOP No.:

Lab No./Lab Date:

Approval Date: 04/28/2003

Plant Registry/Basic Permit/Brewers No (Principal Place of Business):
BW-CA-5755

Plant Registry/Basic Permit/Brewers No (Other):

Contact Information:

Phone Number:

Fax Number:

If you want to obtain a copy of the entire Certificate of Label Approval, you will need to make a request under the Freedom of Information Action (FOIA). For more information click [here](#). Please include CFM ID/TTB ID number in your request.

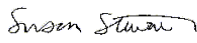
Back

2.3 PRINTING FILED COLAS

2.3.1 Printable E-filed COLA

This page (shown in Figure 2-12) provides public users with a printable version of an e-filed COLA. This printable version will be one of two formats. Depending on the date of submittal, the form may or may not have the field "Source of Product". Submissions after July 2006 will have this field.

Figure 2-12: Printable E-filed COLA

FOR TTB USE ONLY			OMB No. 1512-0092 ()	
TTB ID 04036001000001			DEPARTMENT OF THE TREASURY ALCOHOL AND TOBACCO TAX AND TRADE BUREAU APPLICATION FOR AND CERTIFICATION/EXEMPTION OF LABEL/BOTTLE APPROVAL (See Instructions and Paperwork Reduction Act Notice on Back)	
1. REP. ID. NO. (if any) CT OR				
PART I - APPLICATION				
2. PLANT REGISTRY/BASIC PERMIT/BREWERS NO. (Required) BN-CA-5052			7. NAME AND ADDRESS OF APPLICANT AS SHOWN ON PLANT REGISTRY, BASIC PERMIT OR BREWER'S NOTICE. INCLUDE APPROVED DBA OR TRADENAME IF USED ON LABEL (Required) CARDINALE, CARDINALE, LLC 7600 ST. HELENA HIGHWAY OAKVILLE CA 94562	
3. SERIAL NUMBER (Required) 042342		4. TYPE OF PRODUCT (Required) <input checked="" type="checkbox"/> WINE <input type="checkbox"/> DISTILLED SPIRITS <input type="checkbox"/> MALT BEVERAGE		
5. BRAND NAME (Required) ITHACA WINERY			7a. MAILING ADDRESS, IF DIFFERENT	
6. FANCIFUL NAME (if any)				
8. EMAIL ADDRESS RODNEY.MEEKER@IDEA.COM		9. FORMULA/SOP NO. (if any)		10. LAB. NO./DATE (if any)
11. NET CONTENTS 155 milliliters		12. ALCOHOL CONTENT .07		13. WINE APPELLATION IF ON LABEL
14. WINE VINTAGE IF ON LABEL		15. PHONE NUMBER (703) 797-1067		16. FAX NUMBER (703) 797-1069
17. TYPE OF APPLICATION (Check applicable box(es)) a. <input checked="" type="checkbox"/> CERTIFICATE OF LABEL APPROVAL b. <input type="checkbox"/> CERTIFICATE OF EXEMPTION FROM LABEL APPROVAL "For sale in _____ only;" (Fill in State above label) c. <input type="checkbox"/> DISTINCTIVE LIQUOR BOTTLE APPROVAL TOTAL BOTTLE CAPACITY BEFORE CLOSURE _____ (Fill in amount) d. <input type="checkbox"/> RESUBMISSION AFTER REJECTION TTB ID NO. _____				
18. SHOW ANY WORDING (a) APPEARING ON MATERIALS FIRMLY AFFIXED TO THE CONTAINER (e.g., caps, celloseals, corks, etc.) OTHER THAN THE LABELS AFFIXED BELOW, OR (b) BLOWN, BRANDED OR EMBOSSED ON THE CONTAINER (e.g., net contents etc.). THIS WORDING MUST BE NOTED HERE EVEN IF IT DUPLICATES PORTIONS OF THE LABELS AFFIXED BELOW. ALSO, PROVIDE TRANSLATIONS OF FOREIGN LANGUAGE TEXT APPEARING ON LABELS.				
PART II - APPLICANT'S CERTIFICATION				
Under the penalties of perjury, I declare, that all statements appearing on this application are true and correct to the best of my knowledge and belief; and, that the representations on the labels attached to this form, including supplemental documents, truly and correctly represent the content of the containers to which these labels will be applied. I also certify that I have read, understood and complied with the conditions and instructions which are attached to an original TTB F 5100.31, Certificate/Exemption of Label/Bottle Approval.				
19. DATE OF APPLICATION 02/05/2004		20. SIGNATURE OF APPLICANT OR AUTHORIZED AGENT (Application was e-filed)		21. PRINT NAME OF APPLICANT OR AUTHORIZED AGENT HUMPHREY BOGART
PART III - TTB CERTIFICATE				
This certificate is issued subject to applicable laws, regulations and conditions as set forth in the instructions portion of this form.				
22. DATE ISSUED		23. AUTHORIZED SIGNATURE, ALCOHOL AND TOBACCO TAX AND TRADE BUREAU 		
FOR TTB USE ONLY				
QUALIFICATIONS STATUS This application has been WITHDRAWN.				EXPIRATION DATE (if any)
CLASS/TYPE DESCRIPTION				
AFFIX COMPLETE SET OF LABELS BELOW Image Type: Brand (front) Actual Dimensions: 3 inches W X 3 inches H				
				
TTB F 5100.31 () PREVIOUS EDITION IS OBSOLETE				

OMB No. 1545-0026 (01/01/2009)

FOR TTB USE ONLY		DEPARTMENT OF THE TREASURY ALCOHOL AND TOBACCO TAX AND TRADE BUREAU APPLICATION FOR AND CERTIFICATION/EXEMPTION OF LABEL/BOTTLE APPROVAL (See Instructions and Paperwork Reduction Act Notice on Back)	
TTB ID 00150001000001			
1. REF. ID, BO, IF any		CT	OT
PART I - APPLICATION			
2. PLANT REGISTRY BASIC PERMIT BREWER'S ID. (Required) BYC-CA-4895		3. SOURCE OF PRODUCT (Required) <input checked="" type="checkbox"/> Domestic <input type="checkbox"/> Imported	
4. SERIAL NUMBER (Required) 000000		5. TYPE OF PRODUCT (Required) <input checked="" type="checkbox"/> ALB <input type="checkbox"/> DISTILLED SPIRITS <input type="checkbox"/> BOTTLED BEVERAGE	
6. BRAND NAME (Required) DEUT DOM VINE		7. MAILING ADDRESS, IF DIFFERENT ALFA LOMA CA 91737 0607 DOM VINE (used on label)	
8. EMAIL ADDRESS ATANU@GABRIELTTE.GOV		9. FORMULA SOP NO. 11. LAB. NO. & DATE: (If any) 1234 1234 - 06/07/2006	
10. RET. CONTENTS 1 LITER		12. TYPE OF APPLICATION (Check applicable boxes) a. <input checked="" type="checkbox"/> CERTIFICATE OF LABEL APPROVAL b. <input type="checkbox"/> CERTIFICATE OF EXEMPTION FROM LABEL APPROVAL (For use in _____ only) (From Form 1000-1000-1000-1000) c. <input type="checkbox"/> DISTINCTIVE COLOR BOTTLE APPROVAL (Total bottle capacity does not exceed _____ (From Form 1000-1000-1000-1000)) d. <input type="checkbox"/> REBOTTLED AFTER FRACTION TTB ID NO. _____	
13. WINE VINTAGE DATE IF ON LABEL 2000		14. PHONE NUMBER (202) 927-0405	
		15. FAX NUMBER (202) 927-1237	
16. SHOW ANY WORDING (a) APPEARING ON NATURALS FIRMLY AFFIXED TO THE CONTAINER (e.g., CORK, CORKS, CORKS, etc.) OTHER THAN THE LABELS AFFIXED BELOW, OR (b) SLOWLY, BRANDED OR EMBOSSED ON THE CONTAINER (e.g., NET CONTENTS, etc.). THIS WORDING MUST BE NOTED HERE EVEN IF IT DUPLICATES PORTIONS OF THE LABELS AFFIXED BELOW. ALSO, PROVIDE TRANSLATIONS OF FOREIGN LANGUAGE TEXT APPEARING ON LABELS.			
PART II - APPLICANT'S CERTIFICATION			
Under the penalties of perjury, I declare that all statements appearing on this application are true and correct to the best of my knowledge and belief, and that the representations on the labels attached to this form, including supplemental documents, truly and correctly represent the contents of the containers to which these labels will be applied. I also certify that I have read, understand and incorporated with the conditions and instructions which are attached to an original TTB Form 1500.31, Certificate/Exemption of Label/Bottle Approval.			
20. DATE OF APPLICATION (MM/YY/0000) 06/07/2006		21. SIGNATURE OF APPLICANT OR AUTHORIZED AGENT (Application must be filed)	
		22. PRINT NAME OF APPLICANT OR AUTHORIZED AGENT ATANU EXT GABRIEL	
PART III - TTB CERTIFICATE			
This certificate is issued subject to applicable laws, regulations and conditions as set forth in the instructions portion of this form.			
23. DATE ISSUED		24. AUTHORIZED SIGNATURE, ALCOHOL AND TOBACCO TAX AND TRADE BUREAU	
FOR TTB USE ONLY			
QUALIFICATIONS		EXPIRATION DATE (if any)	
STATUS This application has been RECEIVED.			
CLASS/TYPE DESCRIPTION			

ATTN: COMPLETE SET OF LABELS BELOW
Image Type: Back
Actual Dimensions: 5 inches W X 5 inches H



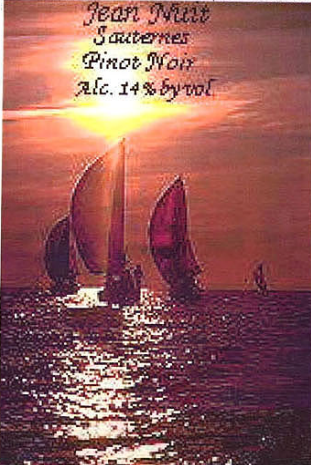
9TH STREET MARKET - LIME & CACTUS
12 OUNCE FRONT
NAC

TTB Form 1500.31 (06/2006) PREVIOUS EDITIONS ARE OBSOLETE

2.3.2 Printable Paper Filed COLA

This page (shown in Figure 2-13) provides public users with a printable representation of a paper filed COLA.

Figure 2-13: Printable Paper Filed COLA

TTB ID		03245-000-000219		OMB No. 1512-0092 (11/30/2005)	
1. REP. ID. NO. (If any)				CT OR	
2. PLANT REGISTRY/BASIC PERMIT/BREWER'S NO. (Required)				7. NAME AND ADDRESS OF APPLICANT AS SHOWN ON PLANT REGISTRY, BASIC PERMIT OR BREWER'S NOTICE. INCLUDE APPROVED DBA OR TRADENAME IF USED ON THE LABEL. (Required)	
CA-1-123				OUTWEST WINERY 4532 NOTTA ROAD NAPA, CA 03812	
3. SERIAL NUMBER (Required)		4. TYPE OF PRODUCT (Required)		7a. MAILING ADDRESS, IF DIFFERENT	
YEAR		<input checked="" type="checkbox"/> WINE <input type="checkbox"/> DISTILLED SPIRITS <input type="checkbox"/> MALT BEVERAGE			
0 3 -- 0 0 2 8					
5. BRAND NAME (Required)				10. LAB. NO. & DATE/PRE-IMPORT NO. & DATE (If any)	
JEAN NUIT				N/A	
6. FANCIFUL NAME (If any)				17. TYPE OF APPLICATION (Check applicable box(es))	
N/A				a. <input checked="" type="checkbox"/> CERTIFICATE OF LABEL APPROVAL b. <input type="checkbox"/> CERTIFICATE OF EXEMPTION FROM LABEL APPROVAL "For sale in _____ only" (Fill in State abbreviation) c. <input type="checkbox"/> DISTINCTIVE LIQUOR BOTTLE APPROVAL - TOTAL BOTTLE CAPACITY BEFORE CLOSURE (Fill in amount) d. <input type="checkbox"/> RESUBMISSION AFTER REJECTION TTB ID	
8. EMAIL ADDRESS		9. FORMULA/SOP NO. (If any)		11. NET CONTENTS	
writehere@outwest.com		N/A		750ML	
12. ALCOHOL CONTENT		13. WINE APPELLATION (If on label)		14. WINE VINTAGE DATE (If on label)	
14%		SAUTERNES		N/A	
15. PHONE NUMBER		16. FAX NUMBER		18. SHOW ANY WORDING (a) APPEARING ON MATERIALS FIRMLY AFFIXED TO THE CONTAINER (e.g., caps, cellophane, corks, etc.) OTHER THAN THE LABELS AFFIXED BELOW, OR (b) BLOWN, BRANDED OR EMBOSSED ON THE CONTAINER (e.g., net contents, etc.). THIS WORDING MUST BE NOTED HERE EVEN IF IT DUPLICATES PORTIONS OF THE LABELS AFFIXED BELOW. ALSO, PROVIDE TRANSLATIONS OF FOREIGN LANGUAGE TEXT APPEARING ON LABELS.	
(987) 765-4321		(987) 765-1234		NONE	
PART II - APPLICANT'S CERTIFICATION Under the penalties of perjury, I declare: that all statements appearing on this application are true and correct to the best of my knowledge and belief; and, that the representations on the labels attached to this form, including supplemental documents, truly and correctly represent the content of the containers to which these labels will be applied. I also certify that I have read, understood and complied with the conditions and instructions which are attached to an original TTB F 5100.31, Certificate/Exemption of Label/Bottle Approval.					
19. DATE OF APPLICATION		20. SIGNATURE OF APPLICANT OR AUTHORIZED AGENT		21. PRINT NAME OF APPLICANT OR AUTHORIZED AGENT	
6/25/2003		<i>Mya Owne</i>		MYA OWNE, PRESIDENT	
PART III - TTB CERTIFICATE This certificate is issued subject to applicable laws, regulations and conditions as set forth in the instructions portion of this form.					
22. DATE ISSUED		23. AUTHORIZED SIGNATURE, ALCOHOL AND TOBACCO TAX AND TRADE BUREAU			
JAN 06 2004		<i>Michelle A. Syle</i>			
QUALIFICATIONS FOR TTB USE ONLY EXPIRATION DATE (If any)					
AFFIX COMPLETE SET OF LABELS BELOW (See General Instructions 4, 6 and 7)					
					
IMPORTED BY OUTWEST WINERY, NAPA, CA 750mL PRODUCT OF FRANCE GOVERNMENT WARNING: (1) ACCORDING TO THE SURGEON GENERAL, WOMEN SHOULD NOT DRINK ALCOHOLIC BEVERAGES DURING PREGNANCY BECAUSE OF THE RISK OF BIRTH DEFECTS. (2) CONSUMPTION OF ALCOHOLIC BEVERAGES IMPAIRS YOUR ABILITY TO DRIVE A CAR OR OPERATE MACHINERY, AND MAY CAUSE HEALTH PROBLEMS. CONTAINS SULFITES					
TTB F 5100.31 (3-2003) PREVIOUS EDITION IS OBSOLETE					

3 GLOSSARY

Alcohol Content

An accurate statement of the alcohol content must appear on the brand label of all wine and distilled spirits products. This statement is optional for malt beverages, but if shown must be in the correct format.

ALFD

Advertising, Labeling and Formulation Division

Approved

This status indicates a final action regarding a particular application. Applications enter this status when both the application and the labels meet all applicable requirements. At this point an application becomes a Certificate. This status authorizes the Certificate holder to either bottle or remove from Customs custody alcohol beverages that bear labels identical to those shown on the Certificate.

Brand Name

This is the name under which a product is sold. If the product is not sold under a brand name, the name of the bottler, packer or importer becomes the brand name.

Capacity

This is the actual volume of the container that is required on the COLA for Distinctive Liquor Bottles.

COLA

Certificate of Label Approval

e-filed

Electronically filed

eApplication

An electronically submitted COLAs application.

Expired

While generally “**Approved**” Certificates never expire, under certain limited conditions Certificates are given an expiration date by TTB at the time of approval. The status of an “**Approved**” Certificates changes to “**Expired**” when the expiration date is reached.

Fanciful Name

This is a name that may be used in addition to a brand name to further identify a product and is required for malt beverage and distilled spirit specialty products that must be labeled with a statement of composition. It is optional for other products.

The company must supply the Fanciful Name if one is used on the label.

FOIA

Freedom of Information Act

IM

Industry Member

OCIO

Office of the Chief Information Officer

Origin

This code indicates the country (or state for domestic products) of origin for each product. Each country has been assigned a unique origin code. Enter the origin code if you know it, or use the lookup feature to find it.

PCR

Public COLAs Registry

Permit Name

The operating name and/or owner name associated with a Plant Registry/Basic Permit/Brewer's Number.

Plant Registry/Basic Permit/Brewer's No.

This is a unique number that is assigned by TTB to each business location. Examples include BW-NY-123, DSP-KY-89, BR-WI-ABC-567 or VA-I-456.

When searching from the Public COLA Registry enter the number if you know it, or use the lookup feature to find it.

Proprietors of domestic Distilled Spirits Plants and Breweries may obtain one COLA to cover multiple business locations if: the principle place of business is shown in the mandatory name and address statement on the label(s) AND the same label will be used for products bottled at each location.

A COLA must be obtained for each location where a domestic wine is actually bottled (i.e., one COLA may not cover multiple locations).

Beverage Alcohol Importers may not use one COLA to cover multiple locations.

When searching from the COLAs Online search screen, you may only search for COLAs filed by the companies that appear in your "My Profile" section of COLAs Online. Either

select one number, or you may select “any” if you are registered to file COLAs on behalf of multiple entities.

Product Class/Type

This code indicates the class and or type designation for a product. Each product has been assigned a unique class/type code. Enter the class/type code if you know it, or use the lookup feature to find it.

Product Name

You may search for COLAs by “Brand Name” OR “Fanciful Name” OR both if you select “Either.”

The Brand Name is the name under which a product is sold. If the product is not sold under a brand name, the name of the bottler, packer or importer becomes the brand name.

The Fanciful Name is a name that may be used in addition to a brand name to further identify a product and is required for malt beverage and distilled spirit specialty products that must be labeled with a statement of composition. It is optional for other products.

Received Code

A three digit code number at the sixth, seventh and eighth positions within the TTB ID number that indicates how a label application was received. For instance, if the application was received electronically then the TTB ID # would contain the received code “001” at the sixth, seventh and eighth positions. Other receive codes used are “000” for hand delivered applications, “002” indicates that the application was received by regular USPS mail and “003” indicates that the application was received by an overnight delivery service such as UPS or FEDEX.

Revoked

“Approved” Certificates will change to this status when TTB rescinds approval because either the labeling laws or regulations have changed rendering the Certificate invalid or the Certificate was approved by TTB in error.

Serial Number

This is a unique, sequential number assigned by the COLA holder. The first two digits reflect the calendar year the application was created. The remaining digits may be a combination of letters and numbers but may not exceed four characters in length.

Surrendered

“Approved” Certificates will change to this status when the Certificate holder voluntarily communicates to TTB that they no longer need the Certificate. Generally **“Approved”** Certificates do not expire, however, TTB encourages all industry members to surrender obsolete Certificates either by written communication for paper filed applications or electronically if applications were e-filed.

TTB

Alcohol and Tobacco Tax and Trade Bureau

TTB ID

This is a unique, 14 digit number assigned by TTB to track each COLA. The first 5 digits represent the calendar year and Julian date the application was received by TTB.

If you know the TTB ID number, this is the best way to search for individual COLAs. The TTB ID number for eApplications is supplied to the submitter in the "Application Submitted" confirmation message. The TTB ID number can be found in the upper left-hand corner of paper COLAs.

Type of Product

Select either Wine, Distilled Spirit or Malt Beverage.

If you are unsure of the classification of a product, please contact the Advertising, Labeling & Formulation Division Customer Service Team at 1-866-927-ALFD or by e-mail at alfd@ttb.gov.

Note: Sake is classified as wine for labeling purposes.

Type of Submission

If Distinctive Liquor Bottle is selected, enter the total bottle capacity before closure.

Vendor Code

This code was used in the past to identify organizations who were submitting COLAs. The Vendor Code is no longer in use, but may be used to search for certain historical COLA records. Plant Registry/Basic Permit/Brewer's No. is currently used to identify the business locations for which the COLA applications are filed.

Vendor Name

No longer in use. See "Vendor Code" for details.